



Volunteer Descriptions for Race Day

Hand Timer

- Responsible for the back-up timing to the electric timing.
- If the electric timing fails, the hand times (with corrections) are the actual times used for the race.
- Timing is done using a time of day method.
- Hand timers are independent of any communications between start and finish.

Prior to the race:

- Arrive early enough to attend officials meeting and be on the hill one hour prior to the start time.
- Ensure watch is operating properly and recording materials are available.
- Be familiar with watch operation, use index finger to operate-not thumb.
- Reset all watches and start at the same time.

Race time:

- Choose a position at the start or finish close enough to the start or finish gate to uniformly observe the racers legs.
- Start timer writes down bib number they see in the gate, then stops the watch as the competitor's leg opens the wand and records the time of that competitor.
- Finish timer stops the watch when the competitor's foot crosses the beam, then writes down the bib number and the time of the competitor that crossed the beam.
- Hand timers never stop their watches completely unless told to do so by the chief timer.
- Following the finish of each run, be available to race administrator and chief of timing with calculations if hand times are necessary. Do not go out for second run or leave at the end of the day until you have checked with the race administrator.

Assistant Starter

- Responsible for calling the competitors to the start in their correct order.
- Be aware of FIS rules for the start (enclosed). While we don't follow these to the letter, they are a helpful guideline.

Prior to race:

- Arrive at start one hour prior to start.
- Synchronize watch with starter.
- Keep competitors, coaches, and officials informed of any changes.
- Help keep competitors, coaches, other personnel, and spectators within the start area under control.
- Ensure a corrected start order reaches the starter and assistant starter prior to the start.

Race time:

- Line up competitors in start order so they are ready for their start when called by the starter.
- Let starter know of any *force majeure* (unavoidable accident) cases which should be considered in delayed start situations.
- Keep start area orderly.

Gate Judge

- Responsible for the supervision of one or more gates
- Observes accurately the passage of the competitor through his or her area of observation

Prior to race:

- Arrive at club in time to attend gatekeepers' meeting and instructions, 1 ½ hours before start of race
- Wear identification provided
- Be at assigned location on time – ready to officiate
- Under most conditions – be on foot at assigned location

- Take a position above gates so you can move down
- Prepare card in advance including sample diagrams

Race time:

- Be alert to what is going on around you
- Observe and properly record legal passages in your assigned gates. Be alert to faults above and below your gates.
- Observe, properly record, and diagram faults you observe through your assigned gates.
- Observe and record any interference in your gate area. (THE RACER MUST THEN IMMEDIATELY LEAVE THE COURSE TO REQUEST A VALID RE-RUN.)
- Reply promptly, properly, and clearly to a racer when asked.
- Maintain your gates between each racer, as needed.
- Make sure gate poles are promptly reset in dye marks in a vertical position whenever they are dislodged.
- Do not interfere with other officials or ski through gates, **especially the finish line**, when going to and from your assigned position.
- Meet at the bottom of the course with the Chief Gate Judge until the end of the protest period.
- Review each fault with the Chief Gate Judge.
- Remain available for jury meetings if you have any marked faults on your card.
- Do not discuss faults with coaches, racers, or spectators.

Registration

- Sets the tone of the day for the racers and parents.
- Distribution of bibs, race information sheets, running orders.
- Job varies depending on age group racing.

Prior to race:

- Collect all necessary paperwork: race information sheet, running orders, club and/or alphabetic lists.
- Ensure all copies are made and available to take to registration.
- Ensure a bank is available, if necessary, for change for entry fees, bib deposits.
- Collect necessary materials: pens, pencils, staplers, and tape.
- Check on bibs, separate into necessary groups depending on age level.

Race time:

- Get to the registration area by 7:00 – 7:15 at the latest.
- Be all set-up and ready to go by 7:30.
 - For Club entry races, no fees – you will need to have groups of bibs by club with running orders, and race information sheets.
 - For Club and Individual races with fees – you will need to have bibs by paid/unpaid/men/women – club races may be further broken down by clubs – paid/unpaid/men/women.
- Keep ONE running order. That will be the corrected start list that will be brought to the timer and all changes to running order will be transferred to the ONE official start list.
- Shortly before the scheduled start, the corrected start list should be sent to the Chief Timer at the start.
- Smile! Be courteous and pleasant.
- One person should stay at registration until after the race begins in case of late arrivals.
- Registration personnel should proceed to the finish of the course at the start of the second run to collect bibs.
- Following the race, put bibs back into two separate groups in bib order, write down any missing bibs and turn list in to the race administrator.

Scoreboard

- Keeps UNOFFICIAL times on the board

Prior to race:

- Get running order from the race administrator in order to set up scoreboard.
- Ensure you have all necessary supplies for the race; scoreboard, markers, and staple gun.
- Post scoreboard prior to start time.
- Do a test with the announcer in order to ensure that you are able to hear times as they are announced.

Race time:

- Record times on scoreboard.
- Record combined times as read by announcer after second run.

Assistant Course Crew

- Assist with set up and tear down and maintenance of event venue
- Work with full time race crew and chief of race/event
- Will need to ski or ride with heavy equipment
- Will need to be available for the length of the event